

**NOTICE TO CONSULTANT ENGINEERS REGARDING
A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST
FOR A TDOT MULTIMODAL SIDEWALK PROJECT
IN THE CITY OF CALHOUN**

March 10th, 2022

The City of Calhoun, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of a state-funded TDOT Multimodal Access Grant (PIN 130261.00). The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

- Environmental (NEPA) documentation, coordination, and approval/certification
- Provide field survey services of the project area
- Assist with the ROW process
- Provide necessary design/engineering services to prepare bid/construction documents for the construction of the project
- Prepare itemized estimate of probable cost using the TDOT item numbers
- Prepare project specifications and bid documents in accordance with the TDOT Standards
- Prepare bid notice and bid advertisement
- Permit submittal for review and approval to TDOT
- Utility submittal for review and approval to TDOT
- Assist the City in evaluations of bids and recommendation for contract award
- Perform Construction Engineering Inspection (CEI) services during construction
- Any other services needed to complete the design, right-of-way, bidding, and construction of the project.

Estimated Schedule for Performance of Work

- April - May 2022 – Kick-off Meeting with the City
- August 2022 – Submit NEPA Package to TDOT for Review and Approval
- September 2022 – Obtain Notice to Proceed with Design Phase
- December 2022 – Submit Design Plans to TDOT for Review and Approval
- January 2023 – Obtain Notice to Proceed with Construction Phase
- February 2023 – Preparation of Bid Specifications & Documents and TDOT Final Review
- March or April 2023 – Solicitation for Bids on the Project
- April 2023 – Selection of Winning Bidder and Execution of Contacts with Awarded Contractor and the City of Calhoun
- May 2023 – July 2023 – Construction of Sidewalks
- August 2023 – Final Inspection by TDOT
- September 2023 – October 2023 – Final Close-Out and Final Reimbursements

Project Scope:

Construction of sidewalks along SR-163 from Church Street to Main Street. Project already includes ADA upgrades, curb and gutter, drainage improvements, and crosswalks.

For more detailed scope of work and to review the funded grant, contact Sarah Murray, Southeast Tennessee Development District at smurray@sedev.org.

Payments for an agreed upon service contract would be paid out quarterly.

Deadline & Submission of Statements of Qualifications and Letters of Interest:

Firms may request consideration by submitting a letter of interest along with qualifications to the City of Calhoun, 746 TN-163 Calhoun, TN 37309 or mailed to Joe Bryan, P.O. Box 115 Calhoun, TN 37309. Attn: Additionally, firms must submit letters and qualifications electronically to smurray@sedev.org. **All letters of interest must be received by the City of Calhoun on or before Friday, April 8th, 5:00PM EST.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. From the letters of interest, the selection committee, consisting of the Board will meet on **Tuesday, April 12th, 2022**, and select 3 qualified firms to submit Phase II qualifications.

The letters of interest shall also include:

- Experience with federally funded transportation projects, including Local Programs projects
- Knowledge and experience with ADA guidelines and requirements for pedestrian facilities
- Proof of professional license
- Staff capabilities of prime consultant
- Size of project and unlimited prequalification status

Phase II Evaluation

Once the 3 qualified firms are selected, the firms will be allowed to submit their qualifications and more detailed packets to the City of Calhoun. Phase II qualifications will be submitted to Joe Bryan City of Calhoun, 746 TN-163 Calhoun, TN 37309 or mailed to Joe Bryan, P.O. Box 115 Calhoun, TN 37309. Additionally, firms must submit qualifications and more detailed packets electronically to smurray@sedev.org. **All Phase II qualifications must be received by the City of Calhoun on or before Friday, April 29th, 2022, 5:00PM EST.**

The City of Calhoun will evaluate the top 3 firms on the following criteria (relative weight):

| Scoring Criteria | Relative Weights |
|---|------------------|
| Past experience in the required disciplines with TDOT and other clients, experience with similar projects, and a demonstrated understanding and familiarity of this project and timeline. | 50% |
| Qualification and availability of staff. | 20% |
| Demonstrated ability to meet schedules without compromising sound engineering practices. | 20% |

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| Evaluations on prior projects with TDOT and other clients, if available. | 5% |
| Amount of work under contract with TDOT and other clients. | 5% |

The selection committee will consist of the Board. **A selection will be made by the Board on Monday, May 2nd, 2022.**

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **The City of Calhoun**. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.